

**MANAGEMENT  
CONFERENCE****1973 ADMINISTRATIVE INSTRUCTIONS****1. Date**

9 - 12 October 1973

**2. Location**

Mr. Colby's talk will be held in the Headquarter Auditorium on 9 October from 1400-1445 hours. Tickets for this presentation are available from your Directorate Records Officer.

The Conference itself (October 10-12) will be held at [redacted] Building. A map with directions to [redacted] is attached for your use.

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Subsistence and quarters will be furnished in lieu of per diem. Those who drive will be reimbursed \$11.04 for one round trip when registering a [redacted] on 10 October. Transportation arrangements are the responsibility of the traveler. [redacted] may, however, be able to assist you in acquiring a ride to or from [redacted]

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Quarters assignments will be obtained from the Guard [redacted] Gate upon arrival. Bed linens, towels, wash cloths, and soap are furnished. Participants are expected to remain [redacted] overnight. Request for exception must be reviewed by the Conference Coordinator.

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Meals will be obtained in the [redacted]

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Breakfast	0700 - 0815 hrs.
Lunch	1200 - 1315 hrs.
Dinner	1730 - 1815 hrs.

**4. Dress**

Casual dress is suggested during your stay.

**5. Admission**

Admission to the Center will be accomplished by giving your name to the Gate Guard. He will check it against the list of authorized conference attendees and will issue a [redacted] badge. He will also instruct you where to park.

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The headquarters badge will not be worn or displayed [redacted]

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C-O-N-F-I-D-E-N-T-I-A-L

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Plan on arriving [redacted] no later than 0900 on 10 October. Report  
to the [redacted] by 0915 hours. The Conference will start  
promptly at 0930 hours.



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## Phone Calls:

Security precludes receiving telephone calls directly. In the event of an emergency, your immediate family may call the Headquarters Night Security Officer, [redacted]. The Night Security Officer has a list of Conference attendees and will relay emergency calls and messages through the [redacted] Security Officer.

Your office can relay messages to you during the day by calling the Headquarters, Records Administration Branch, [redacted]

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7. Recreation Facilities

A lounge in the basement of [redacted] provides television, card tables, and is supplied with glasses, ice, and water. A social hour will be held from about 1700 to 1800. Cost for the social hour will be approximately \$4.00 for the two evenings. There will be a movie in the gymnasium each night.

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## Attachment:

Map